

POST DESCRIPTION			
1	Ministry: Trade and Economic Development		
2	Position Title: Principal Assistant Registrar (Business Registry,, Investment)	Section: Business Registry	Division: Business Registry, Investment and Intellectual Property
3	Level: 5	Post No.:	Location: HQ
4	Post Reports to: Deputy Registrar (Head of Division)		
5	Annual Salary Range: Band I, \$34,342 - \$51,511		
6	Job Purpose:		
	To head the business registration and compliance unit and to provide leadership and direction in the administration of the Business Licence Act; Company Act; Registration of Business Name Act; Foreign Investment Act; Incorporated Societies Act; Charitable Trust Act; Personal Properties Securities Act; Whale Watching and Whale Swimming Act; Co-operative Societies Act and the Credit Union Act. Monitoring the Business Online Registries system		
7	Key Result Areas:		
	<ul style="list-style-type: none"> a) That the Business Registry and Compliance Unit achieve their annual work plan every year. b) That the administration of the Business Licence Act and Regulation , Business Names and Regulation conducted accordingly c) That the administration of the Companies Act and Regulation; Incorporated Societies Act and Regulation; Charitable Trust Act and Regulation, Cooperatives Act and Rules and Credit Unions are conducted accordingly d) That the administration of the Foreign Investment Act and Regulation is conducted accordingly e) That the administration of the Personal Properties Securities Act and Regulation is conducted accordingly f) That the administration of the Whale Watching and Whale Swimming Act and Regulation is conducted accordingly 		
8	Core Duties	Performance Indicators	
	(i) Provide leadership to the Business Registry and Compliance Unit in the administration of the Business Licence Act, Registration of Business Names Act, Company Act, Charitable Trust Act, Incorporated Societies Act, Personal Property Securities Act, Whale Watch & Whale Swimming Act and Foreign Investment Act	<ul style="list-style-type: none"> i) That business information is made available and updated at a timely basis ii) That online notifications are made according to regulated timeframes iii) That registration and appraisal timeframes are no more than 24 hours iv) That the registration process for all is in accordance with the requirements under relevant regulations 	
	(ii) Provide recommendations for policy amendments to all business registration legislation and regulations	<ul style="list-style-type: none"> i) That applications are registered at a timely basis ii) That the registration process is in accordance with the requirements under relevant regulations 	
	(iii) Monitor the management of modernization of business registries including online registrations for the business license, incorporation of companies, registration of business names and foreign investment certificate registration.	<ul style="list-style-type: none"> i) That business information is made available and updated at a timely basis ii) That online notifications are made according to regulated timeframes iii) That registration and appraisal timeframes are no more than 24 hours iv) That the registration process for all is in accordance with the requirements under relevant regulations 	
	(iv) Conducting training and awareness programs on all business legislation and regulations	<ul style="list-style-type: none"> i) That business information is made available and updated at a timely basis ii) That registration and appraisal timeframes are no more than 24 hours 	

(v)	Progression of business regulatory reforms through introduction of new policies to improve ease of doing business.	i) That applications are appraised at a timely basis ii) That the appraisal process is in accordance with the requirements under the Companies Act
(vi)	Develop and design information pack for all administered legislation and regulations	i) That business information is made available and updated at a timely basis ii) That registration and appraisal timeframes are no more than 24 hours
(vii)	Supervise and monitor the maintenance of manual records and databases	i) That business information is made available and updated at a timely basis ii) That registration and appraisal timeframes are no more than 24 hours
(viii)	Prepare fortnightly reports to Head of Division, Policy Division and CEO	i) That reports are prepared and submitted at a timely basis ii) That the Head of Division and Policy Division receives reports at a timely basis
(ix)	Perform any other duties that the Head of Division and the CEO may require from time to time.	i) That required duties are performed as required by Head of Division and CEO ii) That Government/Ministry priorities are recognized

PERSON SPECIFICATION FOR THIS POST

9	Special Skills	Excellent working knowledge of Microsoft Office application, Planning and analytical skills, Familiarity with electronic registry system, Ability to work independently, Communicate effectively, Ability to establish and maintain effective working relationships with stakeholders.
10	Communication & Language Skills	Must possess high skills in English and Tongan language, both verbal and written communication. Confident speaker.
11	Personal Attributes	Sound judgment, Proactive, Strong improvement orientation, Team player, establishes rapport with wide range of people, Must be Committed, Honest, Reliable and Professional.
12	Education/Experience	<ul style="list-style-type: none"> • Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience • Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience • Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience <p><u>Qualifications acceptable for this role must be in <u>Commerce, Economics, Trade, Human Resource Management, Social and Economic Development, Public Policy, Law, Finance, Investment, Labour, Marketing or Business from a recognized educational institution.</u></u></p>